INSTRUCTIONS FOR MANAGING YOUR PERSONAL ACCOUNT

We encourage all vendors to maintain your personal information within your Company's Account. Below shows you where you can make changes to your personal data, change your password, and/or add a "Login Question and Login Answer".

FORGOTTEN LOGIN ID
If you are a "Seller", your "Seller Administrator" can retrieve your Login ID for you and reset your password.

If you are the "Seller Administrator" for your organization and have forgotten your Login ID, please send an email to Postmaster@pur.hctx.net. We will send your Login ID to the email address that you established for your account.

FORGOTTEN PASSWORD
If you know your Login ID and have forgotten your password, enter your Login ID on the sign-in page and click "Login".

You will get the Error: Attempted Login Unsuccessful. Click on "Login Question" to proceed (hopefully you entered a Login Question and Answer for purposes of retrieving your password).

You will be asked the question that you created when you entered your personal information. Type in the answer and click "Submit".

If you answered your "Login Question" correctly, you will see the following screen and your password will be emailed to the address that you established in your account.
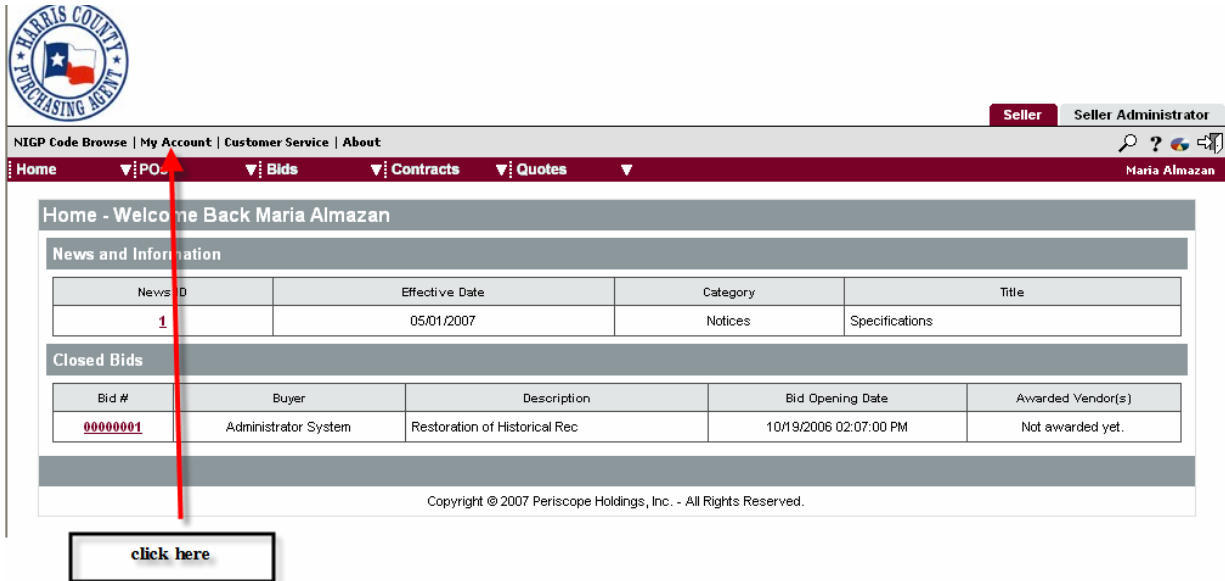
INSTRUCTION FOR SETTING UP YOUR LOGIN QUESTION & LOGIN ANSWER

Log into BuySpeed Online.

At your "Seller" Home page, Click on "My Account"

Click the "EDIT" button, to add your Login Question, Login Answer, change company data or your password.

You can change all information on this screen except the **Company Name.**

When finished, click "Save & Exit", and you will return to the "My Account Information" screen.

Click **Exit** on the "My Account Information" Screen.